

## **STUDENT WORKER - COE/ICE (PART-TIME)**

### **POSITION DESCRIPTION**

**Classification Responsibilities:** A Student Worker - COE/ICE part-time (Cooperative Office Education)/(Industrial Cooperative Education) working under close supervision performs a variety of routine entry-level work of limited complexity, which follows well established procedures. COE duties involve clerical tasks which can be readily learned by training on-the-job; and which require limited judgment in their execution. Duties may include: reproducing material on copy equipment; sorting and filing material alphabetically, numerically and/or by other predetermined categories, and retrieving filed material; collating materials; simple data-entry; keying correspondence and occasional receptionist work. ICE duties involve tasks related to trade, technical and industrial occupations, which can be readily learned by training on-the-job; and which require limited judgment in their execution. Duties may include work related to: automotive repair and maintenance, electronics, electrical, plumbing, carpentry, welding, assembly, manufacturing, drafting, Computer Aided Design (CAD), and facility maintenance and repair. This class performs related duties as required.

**Distinguishing Features:** COE and ICE are high school cooperative education programs set up through Mesa Public Schools to give high school students practical working experience. Both programs are restricted to students who have completed the eleventh grade. Students need to apply and be accepted for these programs through their high schools. A minimum of 15 hours per week on-the-job training offers students the opportunity to earn high school credit while developing career skills and earned wages. This class is FLSA nonexempt.

### **QUALIFICATIONS**

**Education and Experience:** Requires acceptance into the COE and ICE program through Mesa Public Schools, and the abilities to perform the duties.

### **ESSENTIAL FUNCTIONS**

**Communication:** (Depending on assignment) communicates with the general public and other City employees in order to receive instructions and provide information.

#### **Manual/Physical:**

**COE Assignment:** Operates and develops some skill in the operation of common office equipment incidental to clerical assignments. Reproduces documents and other material on copy equipment. Enters data or information into a personal computer in order to maintain and update records. Prepares file folders and file cards for records system, and maintains filing systems. Collates materials. Sorts, files and distributes mail. Runs errands. Prepares materials for distribution and mailing.

**ICE Assignment:** Detects traffic sounds when working near moving traffic and backup warning devices when working around moving equipment. Uses common hand tools related to area of assignment. Cleans work area and/or equipment.

**Mental:** Sorts and files material alphabetically, numerically, and/or by other predetermined categories and retrieves filed materials. Learns job-related material and tasks through on-the-job training to adhere to prescribed routines.

**Abilities:**

Ability to:

Xunderstand and follow verbal and written instructions;

Xdevelop some skill in the operation of common equipment incidental to assignments; and

Xmaintain and establish effective working relationships with other employees and the general public.

New and Replaces COE Clerk (Part-time) 8/99

GL/jy/md

CS2501.DOC

EEO-AS

NIDA-None

PAY RANGE: 25

SH-None

CDL-None